

How do I manage faxes?

Rachel Carmickle - 2021-12-08 - [Fax Troubleshooting](#)

From the modify action in the inbox, you can manipulate incoming faxes

- **Move** - move to another area's queue
- **Clone** - clone and create a 2nd requisition/referral either in the same modality (needs 2 appointments) or for shared requisitions/referrals where a requisition/referral needs to be sent to another area
- **Remove pages** - remove pages from a fax i.e. cover letter that does not need to be attached
- **Reorder pages** - if pages come out of order and you want to put a specific page first
- **Split pages** - if 2 requisitions/referrals come in for 2 different patients you can split them
- **Rotate** - if the requisition/referral comes in upside down you can rotate the document

